

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140019-2
REPORTS INVENTORY

PREPARE IN DUPLICATE

DDS/OTR/SUS-4

1. TITLE OF REPORT (if a fill-in report include Form No.)

New Books Received

2. TYPE
OF
REPORT

STATISTICAL

☒ NARRATIVE☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

1

TRAINING

LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

2 Library

4. NO. OF COPIES PREPARED

4 (AT)

3 (MT)

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not number of copies)

1 (OTR Library)

7. FORMAT (memorandum, form computer print-out, etc)

Memo

8. ADP PROCESSING

☐ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Memo from C/ISS/LSB, 30 Apr 70

10. PREPARING COMPONENT (include lowest level contributing information to report)

SUS-AT/CTF

SUS-MT

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

None (the two reports are sent separately to OTR Library)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
6	\$4.00		0.5		\$2.00		12		\$24.00
5	3.60		1		3.60		12		43.20

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$67.20

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Requirement established by OTR Library in 1970. Provides input to accessions list which informs OTR personnel about titles available in OTR and their location. Minimizes duplication and shares the wealth.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

RETAIN AS IS ☐ OTHER (explain)
☒ CHANGE Quarterly would seem to be often enough
 DISCONTINUE

MAN-HOURS

DOLLARS

4

\$16

16. DATE OF INVENTORY

28 Sept 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

DC/SUS-MT/TR

18. EXTENSION

STAT

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